



## General Position Information

**Job Title:** Paralegal

**Position Number:** 17121

**Position Grade:** GS13

**Salary Range:** \$103,690 - \$134,798 (not applicable for detailees)

**Vacancy Open Period:** 10/22/2021 – 11/13/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/IG/COUN

**Duty Location:** Reston, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS - 13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre. (Current GS employees at the same grade as the advertised position grade may apply.)



- Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)
- Candidates outside the Federal Government.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees at the same grade as the advertised position grade may apply).

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## Component Mission

The Office of the Inspector General of the Intelligence Community (IC IG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support Division, the Center for Protected Disclosures, and Counsel to the Inspector General.

The position of Paralegal supports the IC IG's Counsel team in its mission to ensure that all IC IG personnel receive sound, independent, confidential legal advice and policy counsel. The Counsel team supports each IC IG Division by providing counsel, reviewing reports, highlighting and offering guidance on potential legal issues, identifying and interpreting key policy, contract and statutory or regulatory provisions, assisting in the evaluation of whistleblower disclosures and requests for External Review Panels and reviewing matters related to IC IG personnel, administration, training, ethics, independence, and budgetary functions. The Counsel team also participates in the Intelligence Community Inspectors General Forum, the Forum's Counsels Committee, and multiple associated working groups. Finally, the Counsel team serves as the IC IG's congressional liaison.

## Major Duties and Responsibilities (MDRs)

Support Counsel team attorneys in the provision of expert oral and written legal advice and guidance on complex areas of the law within the authority of the DNI; manage Counsel team's classified document management and filing system, tasking systems and calendars, and manage Counsel team's Freedom of Information Act matters.

Complete moderately-complex administrative forms, paperwork, and function as a note taker during moderately complex depositions, administrative hearings, trials, or meetings.



Develop a working familiarity with a formidable body of legal authorities, including statutes, regulations, executive orders, and policy directives.

Develop and maintain productive working relationships with colleagues and persons outside the organization as and use these relationships to share information of interest and provide basic information.

Assist with congressionally directed actions and congressional inquiries; track enacted and pending legislation relating to oversight of the Intelligence Community.

Help organize meetings and events sponsored by the Counsels office.

Help track and respond to requests from Intelligence Community elements and other federal agencies.

Foster and maintain cordial, professional, and productive relations with counterparts within the ODNI, the public, other Offices of Inspectors General, congressional intelligence committees, Intelligence Community elements, the Council of the Inspectors General on Integrity and Efficiency, and other entities.

Draft legal correspondence, memoranda, meeting notes that are substantially correct and complete, grammatically correct, technically sound, accurate, and concise.

Assist with planning, organizing, and coordinating activities related to the preparation and submission of files or documents related to United States (US) Government-wide and IC-wide policies, procedures, guidelines, rules, and standards.

Update and maintain databases, files, notebooks, and logs (e.g., case files, trial notebooks, case assignment notebooks) in compliance with pre-existing storage systems and procedures.

Present informal briefings on limited topics to small audiences; prepare slide presentations and statistical data for use by attorneys.

Develop and maintain productive working relationships with IC IG co-workers, clients, and persons outside the organization as appropriate and use these relationships to share information of interest and provide basic legal information.

## **Mandatory Requirements**

Strong academic credentials and a demonstrated commitment to public service.

Superior analytical, communication, organizational and time management skills; attention to detail.

Superior oral and written communications skills and the ability to work as part of a team, with emphasis on working harmoniously with internal colleagues and external partners and stakeholders.

Strong character and interpersonal skills, and the capacity to function with minimal guidance in a highly demanding environment.

Excellent computer literacy skills, Microsoft Office including Word, Excel, and PowerPoint, SharePoint, and Content Manager.

Substantial familiarity with, or experience working in, or with, the Intelligence Community.



Thorough knowledge of document control procedures, security measures, and privacy rules in order to mitigate the potential release of any investigative information that would endanger or compromise pending matters.

Written communication skills sufficient to draft basic and complex documents comprehensively and in the correct style and format; ability to edit own work and write in a clear and concise manner.

Knowledge of Congressional and Executive Branch processes regarding the development, consideration, coordination and communication of views and positions on draft and pending legislation, and IC related legislative documents, such as legislative proposals, Statements for Record, Questions for Record, Inserts for Record, appeal papers/letters, Statements of Administration Policy, Congressional Notifications.

Ability to present clear and concise oral presentations.

Legal research skills using law libraries, the internet, and computer-based tools such as Westlaw and PACER.

Ability to perform moderately complex legal review, investigative, research, and analysis work, as well as the ability to organize and maintain the assembly and filing of legal documents for moderately complex cases within established deadlines.

Ability to work in an independent manner under appropriate attorney supervision and as a contributing member of a group; ability to work with a diverse group of team members or clients, give, and receive constructive feedback.

Ability to develop constructive professional working relationships with coworkers, clients, and persons outside the organization.

Experience: At least five years of experience as a paralegal or similar position with readily transferrable skills.

Education: Four-year college (bachelor's) degree.

## **Desired Requirements**

None.

## **Key Requirements and How to Apply**

### **Internal ODNI Candidates:**

#### **A complete application package must include:**

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov. Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## External Candidates:

### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

### A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

### CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

**Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either DNI\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system). Recruitment\_TeamA@dni.gov (unclassified email system). All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

**All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

**What to Expect Next**



The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov).

## Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**